

**TOWN OF TIVERTON, RHODE ISLAND
TOWN CLERK'S OFFICE
343 HIGHLAND ROAD
Assistant to the Town Administrator Position
Town of Tiverton**

The Town of Tiverton is currently accepting applications/resumes for the position of Assistant to the Town Administrator. Performs professional and administrative work, oversees the Human Resources function and performs general office management in the Office of the Town Administrator. Graduation from an accredited college with a Bachelor's Degree in Business, Accounting, Public Administration or related field. A minimum of five years related work experience. Please submit resume and cover letter with salary expectations to be considered. Mail to Personnel Board, Tiverton Town Clerk, marked Assistant in lower corner, 343 Highland Road, Tiverton, RI 02878 no later than 4:00pm, August 14th, 2009. The Town of Tiverton is an EEO/AA employer.

Nancy L. Mello,
Town Clerk